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15 November 1954

MEMORANDUM FOR: Chief, Liaison Division  
 Office of Collection and Dissemination

THROUGH : Assistant for Administration  
 Office of Deputy Director (Intelligence)

SUBJECT : Requirements of the General Services Administration  
 Levied Upon the Logistics Office

1. It is my understanding that routine memoranda and requests for compliance with General Services Administration policies have been reaching the Logistics Office from GSA through the generous instrumentality of your Division. Because these issuances are usually directed quite impersonally and do not always affect the same activity within the Logistics Office, their handling in the latter office has been subject to a considerable amount of dissipated responsibility. Also, because of the impossibility of determining in your office which matters require rapid action by the addressee, their transmission has sometimes been delayed beyond the deadlines established therein.

2. It would be greatly appreciated if routine matters of the kind cited above were sent from your hands to this office for the attention of Mr. [REDACTED], Special Assistant to the Deputy Director (Administration), who normally acts as the focal point for Logistics matters in this office. It would be our intention that these would then be disseminated from here and that this mechanism would not only permit this office to be aware of the nature and amount of GSA requirements on the Logistics Office, but would also permit the establishment of orderly deadline procedures. Your reaction to the above would be appreciated.

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[REDACTED]  
 Special Assistant to the  
 Deputy Director (Administration)

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SA-DD/A:JAC:mrp (15 November 1954)

Distribution:

Orig & 1 cc to addressee

1 - Miss [REDACTED], LO/AS (w/ form from GSA)

1 - [REDACTED] SA-DD/A

1 - DD/A Chrono

1 - DD/A Subject

1 - Asst. for Admin/DD/I

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